



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton M. Connard, SPHR  
Director

**TITLE:** PERINATAL PROGRAM COORDINATOR (\*Provisional Appointment)

**SALARY:** \$38,205 - \$48,864 annually

**LOCATION:** Monroe County Department of Public Health

### **JOB SUMMARY:**

This position is responsible for coordinating the day-to-day activities of a Perinatal Health Program for Monroe County. Work involves service coordination, outreach activities, and implementation of the program. General supervision is exercised over a subordinate program staff. The employee reports directly to and works under the general supervision of the Manager of Maternal and Child Health Services or other administrative staff member. Does related work as required.

### **PROPOSED MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nursing, Social Work, Psychology, Early Childhood Special Education, Health Services or Human Services, plus one (1) year paid full-time or its part-time equivalent experience\*\* involving the provision of health and educational services\*\*\* in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing, Social Work, Psychology, Early Childhood Special Education, Health Services or Human Services, plus three (3) years of experience\*\* involving the provision of health and educational services\*\*\* two (2) of which must have been in a supervisory capacity; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*\*for the purpose of these minimum qualifications, acceptable experience includes but is not limited to: employment in preschool or early childhood education programs, OR community agencies providing evidence-based parenting programs, OR employment with health agencies providing obstetrical and pediatric care and health education.

\*\*\*for the purpose of these minimum qualifications, provision of health and educational services includes, but it not limited to, prenatal health education, child health development education (birth to three years), and parenting education.

### **SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

### **RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

#### **Send Civil Service Application to:**

Monroe County Department of Public Health  
111 Westfall Road - Human Resources Rm.752B  
Rochester, NY 14620

**Posting Date:** November 27, 2012

**Posting Deadline:** December 8, 2012

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.